



Weare Public Library

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Board of Trustees

Raymond J. Kelly, Chairman

Susan Morin, Treasurer

Jill Tacy, Secretary

Paul Marsh, Alternate

Terri Wahnowsky, Alternate

Christine Hague, Director

Weare Public Library Trustees

Minutes of Meeting

November 4, 2010

Present: Trustees – Ray Kelly, Chair; Susan Morin, Treasurer; Paul Marsh and Terri Wahnowsky, Alternates; Chris Hague Library Director.

There was no public hearing to accept funds.

The Director's Report was read and reviewed. Chris Hague answered questions about the painting of exterior window frames in the Paige section of the building, saying that the Board of Selectmen recognized the difficulty in coordinating a separate paint contractor with the asbestos/lead removal contractor and therefore wanted Envirovantage to do the whole job. Time is short with winter on our heels.

Because the Board of Selectmen are still discussing concerns about the floor reinforcement project, the trustees were updated on actions taken so far, with the understanding that there is still time for input, as the matter will be a subject for discussion at the Selectmen's next meeting.

Hague reported on the successful installation of the new server. Additional hardware was bought to update the Paige Room public workstation. A new printer was unexpectedly needed for the network, as the one installed in 1991 had ceased to work properly.

The trustees reviewed the 2010 budget. Hague explained that she had projected wage, insurance and bookkeeping costs to the end of the year. Barring unexpected expenses, the operating budget would show a surplus of \$4,000 or more. Discussion brought out the fact that this surplus on the wage line was anticipated because funds had been set aside to educate the Children's Assistant. Due to severe cutbacks at the state library there have not been classes offered, and resources outside the state have not targeted the specific education needs of our assistant. However, the supply and book lines are overspent. These lines reflect the actual cost of conservative purchasing at a level needed to run the library.

The trustees asked if the Board of Selectmen had discussed wages for 2011. Hague reported that while there had been discussion, nothing conclusive had come up at department meetings.

Hague then reported that the account containing non-lapsing funds from donations and income generating equipment has a spendable balance of \$4,221. Some of that money is for specific gifts. Other funds may be spent for books, equipment and supplies as long as this is done in fiscal 2010.

Discussion of the library windows project followed. Hague stated that there had been good support from the Board of Selectmen. Jim Donison from the Board walked the building and looked at the windows. The Selectmen reviewed the project and decided that caulking, paint preparation and actual painting over the existing surfaces was the most expedient and satisfactory course to take.

The floor reinforcement project had not been scheduled at the time of the trustees' meeting. Hague explained that the selectmen still had questions based on further investigation and would meet again to decide how to proceed. As soon as they were satisfied that the contractor of choice would perform to their standards, the trustees would be notified and could meet to set the date for the work. At that meeting, discussion of the closing of the library would take place. Hague said that checkout dates for books being circulated now would be affected, and that the earliest possible decision was important in the setting/ changing of these dates. She also said that scheduling should allow a reasonable period of time for publicity so that the townspeople would know the library was closing. As winter approaches, this was becoming more of a scheduling concern. Hague handed out timelines for the tasks necessary to do the reinforcement.

Trustees asked about moving and storing books. Hague said the storage situation had changed because there was no space available in the middle school. There could be storage at a private facility, but that would depend on when we schedule the project and whether the storage bins in town are already used. Likewise, volunteers to move books can't be scheduled yet. Staff will pack the books.

Discussion of software for circulation and cataloging came up. Hague said she has researched several vendors and knows of libraries that are using their products. Paul Marsh asked whether the products were installed on the library server or online. Hague said she wasn't sure about one but the other was online. The annual fee for such products ranges from \$595 to \$1600. Hague said that when the library is closed for repairs the staff could visit the libraries that purchased these systems. Marsh said he would like to join them. Purchase of a new system could only be made in fiscal 2010, because some of the purchase price of roughly \$4000 would have to come from operating funds.

Permission was given to close the library at 4:30 on November 24.

The next regular meeting is December 2 at 6:30 PM in the library.

The meeting was adjourned at 8:10 PM.
Respectfully submitted,

Christine Hague
(Temporary recorder)